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We're on the Web!
ifs.intranet.state.nv.us

Inside this issue:

Leave Balance/ 2
Leave Activity

Tips for All NEATS 3
Users

Tips Continued 4



IFS-HR Newsletter

April-June 2006

New Passwords for NEATS

Alan Rogers

Computer security is an important contemporary issue. Security has become one of the most expensive aspects of computer ownership at work and at home. From viruses to spam, or phishing to hacking, computer users have to be on a constant lookout.

The State of Nevada has policies designed to mitigate many of the security threats that could damage computer systems and information necessary to conduct business and/or protect the citizens of the State.

One important security tool is the use of passwords. However, if users don't practice "Safe Passwording" the system cannot provide the needed protection.

NEATS developers have recently implemented new edit checks for passwords and processes for setting up or resetting accounts.

These new requirements are necessary and comply with State security policy. This will provide a new level of protection against unauthorized access to sensitive information.

The new process sets up new accounts with the user ID number as the initial password. The system will require the password to be changed after successfully signing in.

When creating a new password, the system will check to ensure it complies with security requirements. Those are that there must be

a) at least eight characters including at least one upper case letter and one lower case letter, b) one numeric character, and c) one meta-character (the number/shift key combination).

If your password does not contain the correct combination of numbers and letters, you will be instructed to change it. It is important to keep your password secret and never share your password with anyone.

If you have any questions or need further assistance, please call the IFS-HR Help Desk at (775) 687-9099. ■



**Memorial Day
May 29**

NEATS Update

Tricia Buckner

Welcome to Spring...or so the calendar says!

I have been very busy with NEATS training...and the next several months do not show any signs of letting up!

Since our last newsletter, the following agencies have been successfully trained and/or in the process of being rolled out: Department of Wildlife, Department of Cultural Affairs, Economic

Development, Conservation's Director's Office, Public Utilities, Forestry, Conservation, Environmental Protection Agency and Judicial Discipline.

It has been such a great pleasure working with all of the agencies! Thank you to all!

We now have on our website, the interactive version of the IFS-HR Confidentiality

Agreement. You will need to print the form and submit to your authorized appointing signature authority in order for it to be processed. ■

If you know someone who would like to receive the IFS-HR Newsletter, please have them send their email address to: dtippett@ifs.state.nv.us

Leave Balance/Leave Activity Analysis in the HRDW

When an employee separates from State service, some agencies are not processing the proper paperwork to clear leave balances.

IFS-HR produces many reports - some of which reflect leave liability. If balances are not cleared from ADV-HR, the reported data will be incorrect.

After you have logged into the HRDW, click on 'Leave Balance Analysis'.

The screenshot shows the HR Data Warehouse (HRDW) interface for the State of Nevada. The 'Master Inquiry List' is displayed, showing various categories like Payroll, Time and Leave, Personnel, Work Force Demographics, and Class Instructors. The 'Leave Balance Analysis' option is highlighted in red. To the right, a text box says: 'Choose your selection criteria and click 'Submit''.

Below the screenshot, a text box says: 'Click on the 'Employee' link'.

The screenshot shows the HR Data Warehouse (HRDW) interface for the State of Nevada. The 'Leave Balance Analysis' report is displayed for Calendar Year 2006. The report shows the 'Leave Balance by Agency and Organization for Calendar Year 2006'. The 'Analysis Settings' section shows the 'Timeframe' as 'Calendar Year 2006', 'Agency' as 'All', 'Organization' as 'All', and 'Leave Category' as 'All'. The 'Basic Settings' button is visible.

Below the screenshot, a text box says: 'The 'Employee' view will give you an alphabetic listing of employees. Verify that employees with a leave balance are active employees.'

If they are not, submit the appropriate form (LEAV, Special Pay) to Central Payroll to remove the outstanding balances. ■

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IFS-HR Help Desk: NEATS Tips

Password Reset

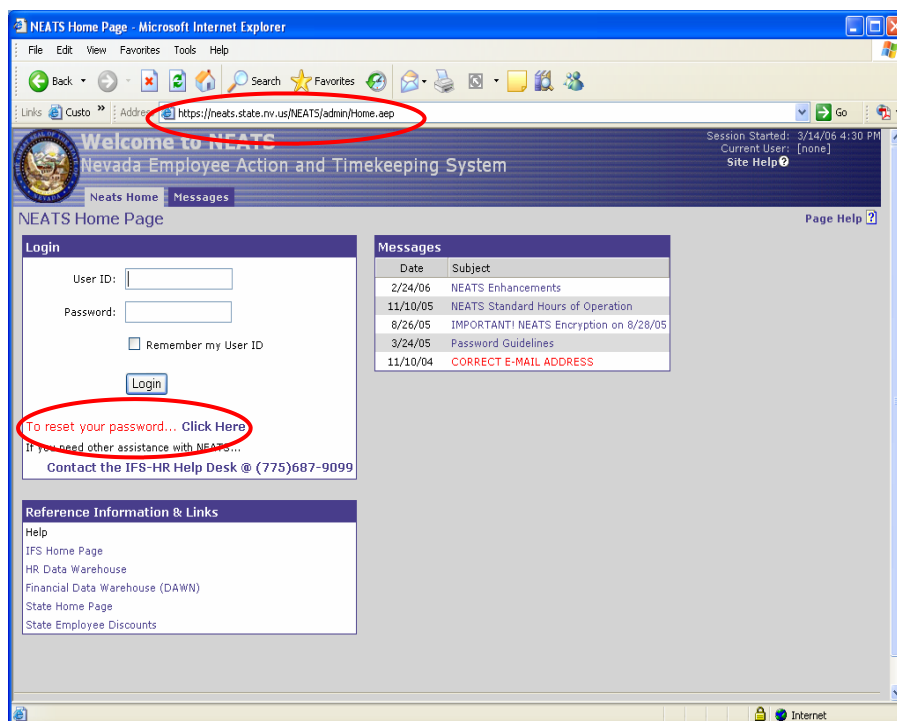
Several times a day we get calls from NEATS users who think they cannot reset their password.

Being locked out of NEATS does **not** affect the capability of resetting your password.

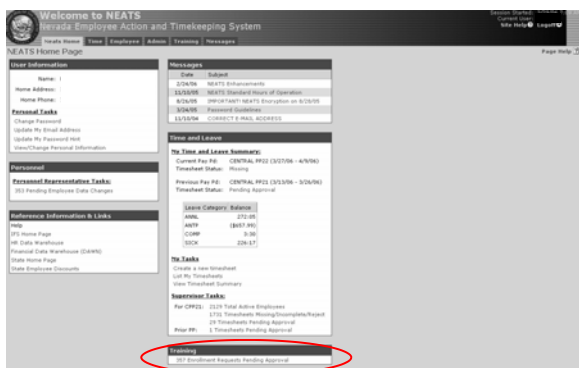
Even though you've been locked out due to too many log in attempts, you can still reset your password by correctly answering the hint question on file.

Just click on **"To reset your password...Click Here"**.

Enter your user id and click on OK. Answer the security question. The answer is case sensitive and will not be accepted if it is not entered exactly the way it was originally submitted. Enter and verify a new password. ■



This screenshot shows the correct URL for NEATS, as well as the link for employees to reset their own password without having to contact the IFS-HR Help Desk.



Approving Training Enrollment Requests

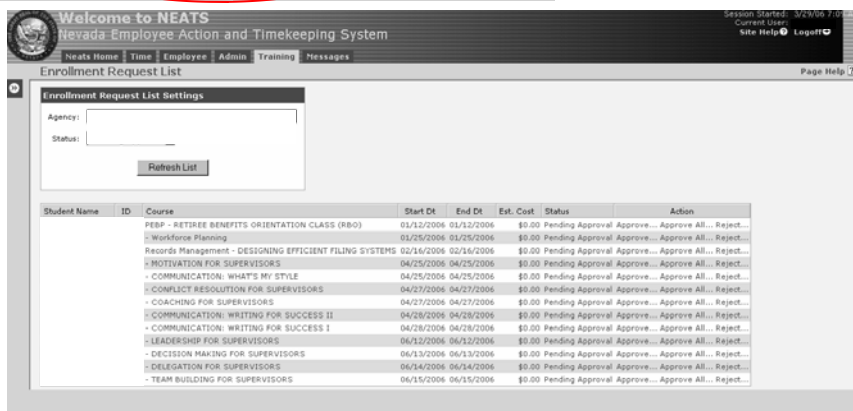
Are you a Supervisor or Training Administrator in your agency?

You should check the 'Enrollment Requests Pending Approval' on a regular basis.

Go to your NEATS Home Page and click the 'Enrollment Requests Pending Approval' under the Training Section.

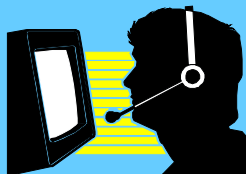
A list of pending requests will appear. Choose the appropriate action (Approve, Approve All or Reject).

NOTE: If your agency has multiple levels of approval on training requests, more than one person will need to approve the requests. ■



All agencies, regardless of how their timesheets are entered, must adhere to the pay processing deadline that is distributed by Central Payroll.

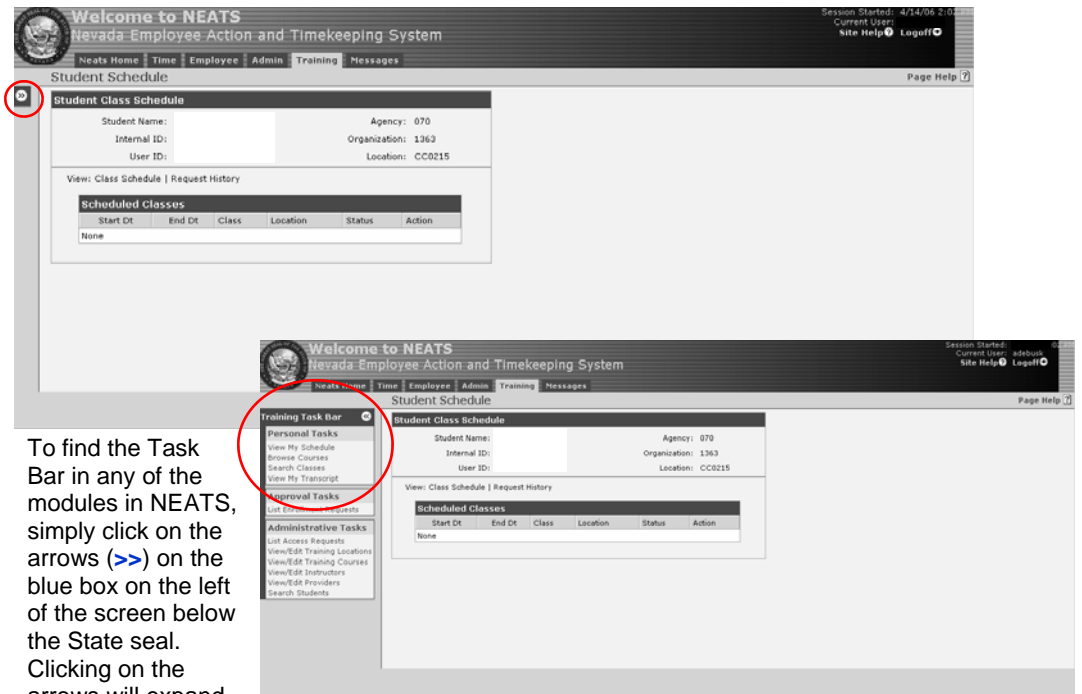
Due to the large amount of graphics in this issue, the Training Calendar has been omitted from this issue. Please check the IFS-HR website for the most current information on classes.



775-687-9099

The IFS-HR Help Desk is available to answer your questions Monday-Friday 8am to 5pm

Where's the Task Bar?



To find the Task Bar in any of the modules in NEATS, simply click on the arrows (>>) on the blue box on the left of the screen below the State seal. Clicking on the arrows will expand and open the Task Bar. ■

More NEATS Tips from the Help Desk

Access to NEATS

We are still receiving calls from employees who are trying to access NEATS through Microsoft Outlook.

NEATS should be accessed through either Internet Explorer or Netscape.

The current browser versions supported by NEATS are: Microsoft

Explorer 5.5 or Netscape 6.0 (or higher).

NEATS can be accessed from any state employee computer desktop that meets the technical requirements for access to the Intranet (State Backbone). ***NEATS cannot be accessed outside of the state firewall.** ■

Internal vs. External

There are two NEATS websites: INTERNAL and EXTERNAL.

'Internal Users' are State of Nevada employees who are paid through the Central Payroll (CNTL), Nevada Department Of Transportation (NDOT), and the Public Employees Retirement System (PERS).

To access NEATS, go to the IFS-HR web page at <http://ifs.intranet.state.nv.us> and click on the NEATS button, OR, type in <https://neats.state.nv.us/NEATS>.

'External Users' are those who are not listed above (i.e., University System employees, LCB, contract employees, etc.). To access the **external** site, type in <http://training.state.nv.us/NEATS>. ■

Help for NEATS Users

RoboHelp® is a link directly from specific pages in the NEATS applications to related topics in the Help system. If you encounter problems on a specific page, you are able to click on "Page Help" and get assistance for the problem on that page.

The **NEATS Employee Handbook** is another useful tool for all new State Employees and users newly rolled out on NEATS! This booklet is available for download from IFS-HR's website! Go to the IFS-HR website and click on **NEATS Handbook** on the left navigation menu!